

2016-17 Adult Education Program Grant Continuation  
Appendix G - Narrative Scoring Criteria



Region: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Reviewer: \_\_\_\_\_

Total Points Earned 0  
Total Points Possible 95

Value	Criteria	Points Possible	Points Earned	Comments
<b>A. Consortium Management</b>				
	1. Does the applicant provide a list or schedule of when the consortium plans to meet in 2016-17?	1	0	
	2. Does the applicant provide a list of formal consortium members? Do these members represent the required organizations, e.g. WorkOne, Adult Ed, Postsecondary?	2	0	
	3. Does the applicant provide a list of informal consortium members? Are the benefits of these partnerships discussed, e.g. they provide student support services, literacy services, etc?	2	0	
	4. Does the applicant describe specific ways the consortium will ensure input from each of the following stakeholders is solicited for and represented at consortium meetings: (a) AE students, including English Language Learners (ELLs) and students with disabilities (b) Instructional staff (c) Administrative staff and volunteers	5	0	
	5. Does the applicant describe specific steps the consortium will take to meet or exceed their Form 3 performance targets?	5	0	
	6. Does the applicant list all employers currently being engaged (directly or indirectly) by consortium members? OR, does the applicant list potential consortium employer partnerships, including specific descriptions of how those employers will be approached and who will be responsible for doing so? For all current and potential employer partnerships, does the applicant describe how each partnership advances or supports the AE program?	5	0	
<b>CONSORTIUM MANAGEMENT TOTAL</b>		<b>20</b>	<b>0</b>	



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**B . AE Program Learner Engagement & Completion -- For this section, reviewers should consider the \*majority\* of provider answers if multiple providers apply under one application.**

7. For each AE provider, does the applicant attach local policies? (E.g. staff qualifications, student orientation & enrollment, student attendance & persistence, data collection & reporting, and program income/fees). Do the policies provide sufficient and clear requirements and guidance?	2	0	
8. Does the applicant explain concrete ways in which each AE provider will coordinate with other available education, training, and social service resources? Does the applicant include coordination activities with all WIOA core programs (Title I Adult, Dislocated Worker and Youth formula programs; Title II Adult Education and Literacy Act programs; Title III Wagner-Peyser Act employment services; and Rehabilitation Act Title I program).	5	0	
9. Does the applicant clearly state whether or not each provider will offer supportive services to students? If the response is "yes," does the applicant describe which services will be delivered..	2	0	
10. Does the applicant describe specific steps each provider will take to meet or exceed their respective Form 6 performance targets?	5	0	
11. Does the applicant clearly describe what the student orientation & intake processes will look like for each provider? Do the processes described demonstrate best practices for student recruitment & retention?	2	0	
12. Does the applicants clearly describe what the student follow-up and exit processes will look like for each provider? Do the processes described demonstrate best practices for student transitions to occupational skills training, college, and careers?	2	0	
13. For each provider, does the applicant clearly state, and describe where applicable, whether or not accelerated learning will be offered through the integration of: (a) distance education, (b) fast track classes, and (c) tutors?	3	0	
14. For each provider, does the applicant clearly describe the specific programming and supports that will be offered to each of the following groups of learners: a) low level learners, b) English Language Learners (ELL), and c) individuals with disabilities, including those with learning disabilities? Are the plans described well-reasoned and sufficient to meet the needs of each group above?	6	0	
15. Does the applicant clearly explain how each provider will use technology to increase the amount and quality of learning? Does each explanation seem reasonable and aligned with each provider's specific needs?	2	0	
16. Does the applicant list each provider's anticipated staff PD needs?	2	0	
17. Does applicant clearly explain, what, if any, PD each provider will deliver? Does the planned PD align to identified staff PD needs? Are provider PD plans sufficient in design and duration to meet identified needs?	3	0	
18. For each provider, does the applicant identify specific data points and performance thresholds used to define low-performing staff? Is a description of qualitative data used in staff evaluation included? Is frequency of staff evaluation listed? Are clear explanations of how PD will be used to support low-performing staff provided?	3	0	
19. Does the applicant explain how each provider ensures student and program data is reported timely and accurately? Are data entry staff for each provider listed?	3	0	
<b>AE Program Learner Engagement</b>	<b>40</b>	<b>0</b>	



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**C. College and Career Readiness**

20. Does the applicant describe plans each provider has in place to ensure that AE instruction is aligned to OCTAE's College and Career Readiness Standards for Adult Education?	2	0	
21. Does the applicant list the workforce preparation activities each provider will offer to students? Do the activities listed meet WIOA definitions?	2	0	
22. Does the applicant describe academic and career counseling services each provider will offer? Do the planned services offer adequate support for student college and career readiness preparation?	2	0	
23. Does the applicant clearly explain how each provider will address the following IET considerations: a. How will the provider blend AE and workforce preparation activities to design opportunities IET? List any curricula that will be used. b. Which occupations or occupational clusters will the provider focus on for IET development/delivery? c. How will the provider inform students about, and recruit students for, IET services in 2016-17? Are the responses well-reasoned, specific to local provider needs and conditions, and sufficient to meet WIOA definitions?	6	0	
24. Does the applicant describe how each provider will leverage partnerships with post-secondary institutions and employers to support student transitions? Are partnerships and activities identified based on research and best practices?	3	0	
25. Does the applicant explain how each provider's orientation and follow-up processes will be designed to increase student transitions from AE to post-secondary education/training, and employment? Do the orientation and follow up activities presented establish a thoughtful link/support for further education/training and employment?	5	0	



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College and Career Readiness		20	0	
<b>D. WorkINdiana</b>				
	26. Does the applicant describe concrete strategies each provider will use to recruit students for WorkINdiana training? Are the strategies well-reasoned and targeted to each provider's student populations? Are the strategies student-centered, meaning based upon student needs and career aspirations?	3		
	27. Does the applicant describe the local referral process that will be used to refer students to WorkINdiana training? Does the applicant attach provider-specific referral forms that will be used?	2		
	28. For each provider, does the applicant describe how contextualized instruction and/or IET will be used to prepare students for, and support students during, occupational skills training (including workINdiana)? Do the explanations listed draw reasonable and concrete connection between student academic preparation and the learning of occupational knowledge and skills?	5		
	29. Does the applicant clearly describe the activities or strategies each provider will implement to support students concurrently enrolled in AE and WorkINdiana? Are the strategies presented based on research or best practices and specifically address supporting concurrent enrollment?	5		
<b>WorkINdiana TOTAL</b>		<b>15</b>	<b>0</b>	